



## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 6 SEPTEMBER 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Deputy Mayor G Quirk, Councillors A Cooper, G Knapp, D McLachlan, P Matic, M de Wit and A Schrinner.

### OTHER ATTENDEES:

Councillor K Adams (left at end of formal submissions), Cris Anstey, Lord Mayor's Chief of Staff and Colin Jensen, Chief Executive Officer.

### APOLOGIES: Nil

### Minutes:

E&C adopted the minutes of Monday 30 August 2010 with amendments.

### 1. General Business

1. E&C supported the memorandum re E&C offsite meetings for 2010.

2. E&C discussed the memorandum re Australian Conservation Foundation (ACF) 2010 Sustainable Cities Index. It was noted that Council should reinforce the extent of its activities with the ACF.

**ACTION: Councillor Matic to meet with the Australian Conservation Foundation to discuss views on population density and report back to E&C with findings.**

3. E&C discussed the briefing note re Council meetings and recesses in 2011.

**ACTION: Cris Anstey to review the proposal to ensure that Council meets as frequently as it did prior to 2004.**

4. E&C discussed the memorandum re the ABS discussion paper.

**ACTION: Councillor Schrinner to review the discussion paper and report back to E&C, prior to the CEO responding to ABS.**

5. E&C discussed the memorandum re Emma Miller Place fountain and fencing.

**ACTION: Councillor McLachlan to investigate the history of Emma Miller Place fountain and report back to E&C with any implications, if Council were to redesign the fountain into a garden.**

6. E&C discussed the memorandum re City Centre Management Update (No.27). It was noted that there were large crowds within the CBD due to the Riverfire event over the weekend. E&C noted that the cleanliness of fringe areas around Howard Smith Wharves and the CBD were not of the usual and desired standard. E&C discussed cleaning of the CityCycle stations and in particular on the road facilities. Further consideration is required to the ongoing cleaning of these facilities particularly ensuring clarity around the roles of JC Decaux and City Cleansing.

**ACTION: Shawn Day to note E&C's feedback.**

7. E&C discussed the briefing note re the City Hall Restoration Project - Museum of Brisbane. E&C noted that consideration should be given to whether the 'Sister Cities' space should be used for other commercial activities or provided to the MOB as a transitional space. E&C noted their requirement that artwork be displayed inside City Hall.

**ACTION: Vicki Pethybridge to provide a display plan to E&C three months from now, identifying which artwork will be on display and where it will be placed, including security arrangements and floor plans for the Museum of Brisbane.**

8. E&C discussed caretaker arrangements for the Walter Taylor Ward. E&C noted that there are no statutory caretaker requirements for Local Government Elections. E&C agreed to minimise the approval of grants for the Ward and to ensure the continuation of time-sensitive/ routine-decisions. It was noted that the current Administrator of the Walter Taylor Ward office could provide appropriate facilitation on this matter. E&C noted that Northern Link need not be delayed due to the caretaker period.

**ACTION: Councillor Knapp to report back to E&C with a list of current community grants which represent a continuation of previous activities and those that are time-critical.**

## **2. Establishment and Co-ordination Committee Submission Results**

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 6 September 2010.

## **3. Establishment and Co-ordination Strategy Results**

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 6 September 2010.

  
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**Chief Executive Officer**



## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 13 SEPTEMBER 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Councillors G Quirk, A Cooper, G Knapp, D McLachlan, P Matic and A Schrinner.

### OTHER ATTENDEES:

Cr Adams until the end of formal submissions, Cris Anstey, Lord Mayor's Chief of Staff, Michael Corkhill, Lord Mayor's Deputy Chief of Staff, and Colin Jensen, Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C approved the minutes of Monday 6 September 2010 with amendments.

### 1. General Business

1. E&C discussed the briefing note re City Hall Restoration Project and options for public engagement. E&C hold the view that tours of City Hall do not represent 'value for money'. The Visitor Centre has been approved with a budget of \$140,000.

**ACTION:** Andrew Chesterman to investigate additional methods of public engagement.

2. E&C discussed the briefing note re Mobile Enablement Update. E&C noted that there are glitches which currently exist involving the Water Taylor and Wishart Wards. This initiative needs more promotion.

**ACTION:** Craig Evans to investigate glitches and investigate further opportunities for promoting it.

3. E&C discussed the memorandum in response to an E&C action re the Prescribed Burn Program. E&C hold the view that an identification of key factors associated with Council's commitment to the program are necessary. E&C raised a concern that the current targets are not being achieved.

**ACTION:** Vicki Pethybridge to report back to E&C with additional information on the Prescribed Burn Program, including the progress of the program, identifying targets against backlogs. Vicki to engage an external expert to review the process.

4. E&C discussed and supported the memorandum re the Contract Renewal for Charles Hunt.

5. E&C discussed and supported the memorandum re the extension of available services to the community for graffiti removal.

6. E&C discussed the memorandum re consultation with the Urban Futures Board. E&C approved the recommendation and appreciated the area seeking this clarification.

**ACTION:** Andrew Chesterman to note E&C's feedback.

7. E&C discussed the briefing note in response to an E&C action re SITA/VISY lease arrangement.

**ACTION:** Sue Rickerby to continue to monitor the situation and influence the SITA/VISY contracts to achieve the best outcome possible.

8. E&C discussed the memorandum re the Contact Centre Monthly Report - Top 100. E&C noted that with the recent separation of Queensland Urban Utilities, rates bills are the same throughout the year.

**ACTION:** Vicki Pethybridge to promote the option of making regular progressive weekly and monthly payments.

9. E&C discussed the briefing note re Brisbane's Early Warning Alert Service – status update.

**ACTION:** Greg Scoope to investigate and develop a timetable for implementation of Brisbane's Early Warning Alert Service during the 2010-11 storm season. The timetable is to be presented to E&C within 1 month. Councillor Knapp and Councillor Matic are to oversee the timetable and investigate whether "BrisbaneCity.Mobi" could be utilised to issue alerts.

10. E&C discussed the briefing note re City Centre Place Management Update (No. 28). Discussion was held over the state of the footpaths and manhole covers in the CBD. E&C noted the possibility of the responsibility falling on the Utility Providers. E&C noted the requirement of the development of a site plan for the King George Square precinct for the upcoming summer season.

**ACTION:** Shawn Day to investigate the extent of the problem and report back to E&C. CEO to write to each utility provider within the CBD outlining Council's commitment to lifting the standard and to seek cooperation both in maintenance of manhole covers as well as the restoration of footpaths, following any works they undertake. Andrew Chesterman to develop a site plan for King George Square for the upcoming summer season. The site plan is to include shade placement and is to be provided to E&C for next Monday 20 September 2010.

11. E&C discussed the briefing note re Draft Community Facilities Network Plan. E&C noted that the draft plan was not created within the context of the South East Queensland Regional Plan and Council's planning activities. E&C noted that the Draft Community Facilities Network Plan needs to be reconsidered in the context of neighbourhood planning and the various other planning documents.

**ACTION:** Vicki Pethybridge to note E&C's feedback and report back to E&C with further details of the plan including how it was initiated, the associated cost and whether the plan has been included in the Long-Term Infrastructure Plan.

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## **3. Establishment and Co-ordination Strategy Results**

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Chief Executive Officer



## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 20 SEPTEMBER 2010  
AT 10.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Councillors G Quirk, A Cooper, G Knapp, D McLachlan, P Matic, Cr de Wit and A Schinner.

### OTHER ATTENDEES:

Colin Jensen, Chief Executive Officer.

### APOLOGIES:

#### Minutes:

E&C approved the minutes of Monday 13 September 2010.

#### 1. General Business

1. The Lord Mayor may not be attending the E&C meeting of Monday 27 September 2010 and will definitely not attend the meeting of Monday 4 October 2010 due to travel commitments.
2. E&C requested that the CEO bring to the next E&C meeting submissions on the memberships of the four Business Unit Advisory Boards and the Powerhouse Board.  
**ACTION: CEO to bring four E&C submissions on Advisory Boards and the Powerhouse Board to the next E&C meeting.**
3. E&C discussed the tender for "History of Brisbane". CEO to bring the short-list of tenderers to E&C before a first decision is presented to Stores Board, for their information.  
**ACTION: Andrew Chesterman to arrange a briefing note outlining the short-list of tenderers for "History of Brisbane", for their information.**
4. E&C discussed the State Government's Alcohol Management Plan.  
**ACTION: Vicki Pethybridge to bring to E&C a strategy presentation on Alcohol Management.**
5. E&C discussed the on-time running of buses.  
**ACTION: Al Warren to prepare a briefing note to E&C on what performance measures exist for on-time running of buses and how we are performing.**
6. E&C discussed the memorandum re Renewable Energy Project Clarification of Project Scope and concluded:
  - In relation to position one, any expansion of an existing plant must be clearly identifiable as a Brisbane City Council project.
  - In relation to position two, it is agreed that any solution must be consistent with the criteria that define green power.

- In relation to position three, it is not agreed that a hybrid generating solution is acceptable only to the extent of the clean renewable energy component. Waste to energy plants may also be acceptable provided air emissions are within acceptable limits
- Energy requirements of Northern Link are to be considered.

7. E&C discussed and supported the memorandum regarding the reappointment of Helen Gregory as Council's representative on the Newstead House Board of Trustees.

**ACTION: Kent Stroud to note E&C's decision.**

8. E&C discussed the memorandum re Management of King George Square for the interim period 2010-2012. It was noted that larger planter boxes can't be used for trees due to structural load limitations. Opportunities for further shading, such as erecting umbrellas, were discussed. Fixed umbrellas shall be available for public use, not only for customers of an establishment. The way forward and proposed governance arrangements were noted and agreed.

**ACTION: Mark Mazurkiewicz to roll-out umbrellas in King George Square as a priority.**

9. E&C discussed the briefing note re 'Mobile Enablement – Response to Questions'. The library section does not mention Toowong Library. E&C noted the correction of the previous errors.

**ACTION: David Moody to correct the mobile website to include the Toowong Library.**

10. E&C noted the briefing note re the Old Victoria Park Clubhouse.

**ACTION: Andrew Chesterman to consider whether all proposed uses are provided for in the current D.A.**

11. E&C discussed the City Centre Place Management Update (No. 29). E&C noted that the Traffic Management Plan for tree removal at City Hall required the temporary removal of parking and making of a clearway. This was not completed and resulted in only one lane open.

**ACTION: Barry Broe to provide a briefing note on the traffic management arrangements for the City Hall Restoration Project to cater for the removal of trees and erection of a tower crane.**

#### **Establishment and Co-ordination Committee Submission Results**

Please refer to the Establishment and Co-ordination Committee Results document for the meeting dated 20 September 2010.

#### **Establishment and Co-ordination Strategy Results**

Please refer to the Establishment and Co-ordination Committee Strategy Results document for the meeting dated 20 September 2010.



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**Chief Executive Officer**



## ESTABLISHMENT AND CO-ORDINATION COMMITTEE MINUTES

MEETING HELD ON MONDAY 27 SEPTEMBER 2010  
AT 9.00 AM

### COMMITTEE MEMBERS PRESENT:

Lord Mayor Campbell Newman and Councillors G Quirk, K Adams, G Knapp, D McLachlan, P Matic, A Wines and A Schrinner.

### OTHER ATTENDEES:

Cris Anstey, Lord Mayor's Chief of Staff, Michael Corkill, Lord Mayor's Deputy Chief of Staff and Colin Jensen, Chief Executive Officer.

### APOLOGIES:

Councillors M de Wit & A Cooper.

### Minutes:

E&C approved the minutes of Monday 20 September 2010.

### 1. General Business

1. E&C requested that Council refer the Commonwealth Grant for CBD Stormwater Harvesting to QUU. No further funding is to be allocated to this initiative by Council.

**ACTION:** Graeme Jones to note E&C's request and to ensure that Commonwealth Grant for CBD Stormwater Harvesting is referred to QUU.

2. E&C discussed the Parklife festival, which was held in the City Gardens over the weekend. E&C requested a briefing note on how the event went this year, including a recommendation on whether it should be held there next year. The length of time that public access is denied to key walkways within the gardens was noted as a concern. Consideration also needs to be given on how to better communicate with inner city residents when major events will be held in the gardens, as Salmat cannot deliver in the CBD and Body Corporates do not appear to be passing on information appropriately.

**ACTION:** Vicki Pethybridge to provide a briefing note on how the event went this year, including recommendations on whether it should be held there next year and how to more effectively communicate with residents in the CBD.

3. E&C discussed QTC's concerns re the growth in staffing levels within Council over recent years.

**ACTION:** CEO to report back to E&C next week on a way forward to address the QTC's concerns on Council staffing levels. CEO, Greg Evans and Craig Evans to liaise with Councillor Schrinner to produce an appropriate staffing strategy.

4. E&C discussed the CityCycle implementation. The possible use of a 'vending machine' to dispense helmets for CityCycle is to be considered.

**ACTION:** Barry Broe to provide a briefing note on the possible use of 'vending machines' to dispense helmets and outline other measures that the initiative are implementing to ensure users can easily acquire helmets if they need them.

**Establishment and Co-ordination Committee Submission Results**

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**Establishment and Co-ordination Strategy Results**

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Chief Executive Officer

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